

## **Cumbria & North Lancashire Centre Procedural Rules**

### AGM

1. The Officers of the Centre shall be the Chairman, the Secretary and the Treasurer. Of the other Committee posts, the post of Vice-Chairman and Rally Secretary will also be nominated posts for election at AGM.
2. No Member may be elected to fill more than one of the Officer places on the Committee.
3. Every Committee Member must be a Full, Joint or Family Member of the Caravan and Motorhome Club and registered as such with Cumbria & North Lancashire Centre.
4. The Officers and Committee must retire annually and stand for re-election at each AGM if they wish to continue on Committee.
5. There is no statutory limit to the time Committee Members or Officers can hold a post, with the exception of the Chairman's post which is limited to a maximum of three years.
6. A prospective Chairman may not be considered unless he or she has had at least 12 months experience of committee of any centre (of the Caravan and Motorhome Club). In the event of no nomination for Chairman, and the Vice-Chairman not being able or willing to take up the post, a Past Chairman should be co-opted by the Committee to be caretaker Chairman until an Extraordinary General Meeting is held once a nomination for Chairman is received. The initial approach by the Committee should be to the most recent Past Chairman and would move back in order until the post was filled.
7. Not more than two members of a household may stand for election to the Committee at any one time.
8. The Officers and Committee are not permitted to sign each other's nomination for election or re-election.
9. Nominations for the Committee must be with the Secretary by midnight fourteen full days prior to the AGM.
10. The Secretary must check the validity of nominations as soon as possible after receipt and inform nominees of any discrepancies in order to correct any anomalies.
11. A current list of nominations for The Committee will be be posted on our website and Social Media six weeks before the AGM then updated until nominations close. It may also be announced on rallies at flag.
12. Proxy voting is not allowed.
13. Only Caravan and Motorhome Club members, Joint and Family members who are also Cumbria & North Lancashire Centre members may vote or speak at any meeting, after first being confirmed as registered with Cumbria & North Lancashire Centre.

Validity of Centre membership will be checked against the most recent Caravan and Motorhome Club nominal roll. To speak or vote simply raise a hand.

14. In the event of a vote for Committee, the following must be adhered to. Election for Committee will be by ballot, and the Secretary shall have ready suitable slips of paper. Two or more tellers will have been appointed in readiness. They must be responsible and discreet persons who have no interest in the result and are willing to miss the proceedings for some minutes. Tellers must be Caravan and Motorhome Club Members, Joint or Family members and if possible, should not be members of Cumbria & North Lancashire Centre. The tellers will report the result to the Chairman and votes must not be disclosed.
15. All unopposed, valid nominations must be announced as such to the AGM and if accepted by the membership, the nominees are automatically elected.
16. The Auditor shall be named at the AGM for acceptance by the membership.

#### Committee

17. In the event of the Chairman and Vice-Chairman not being in attendance at any official meeting; an Officer or Committee member agreed by the other Officers and Committee members present will lead the meeting.
18. Committee meetings shall be held no less than five times a year, with a reasonable distribution throughout the year.
19. A Committee quorum shall consist of more than half the Committee, and no less than four.
20. Only members of the Committee may sit in at any Committee meeting, with the exception of a Minute Secretary where necessary, or any person who is invited by the Committee to speak in connection with an Agenda item, who must then withdraw following the conclusion of that business.
21. All Officers and Committee members may speak and vote on any subject under discussion by the Committee. In the event of a tied vote the Chairman has a second or casting vote.
22. The Committee must not divulge the names and addresses of Centre members or correspondence of the Centre or Club.
23. The Secretary may pass appropriate information from the minutes of Committee meetings for publication on the website and Social Media.
24. An immediate Past Chairman shall have copies of any Committee minutes for their information for the period of their immediate Past Chairmanship, after ratification.
25. An inventory of all property belonging to the Centre shall be taken by the appropriate Officers prior to the AGM, and a copy submitted to the Treasurer at the AGM. Decisions for all repairs and replacements shall be made by the Committee, and the inventory amended accordingly for that year.

26. The Centre bank account must be operated by the Treasurer and one or more of the Committee, authorised by the Centre. They must not be related or members of the same household.
27. Whilst on official Centre business, all Officers, Committee members and Rally Officers (for sitevisit prior to the event) are eligible to claim recompense of out of pocket expenses for Centre or rally expenditure and mileage allowance.
28. The Chairman may claim travelling expenses incurred during their attendance at an official invitation rally, excluding the first 100 miles travelled, and subject to a maximum of £25.00 per rally.
29. A Charity Year may be held for one year during the term of office of the Chairman, if the Chairman so desires. The Chairman is to choose the Charity to be supported.
30. First time rally plaques are only to be given to Cumbria & North Lancashire Centre members, usually on their first Cumbria & North Lancashire Centre rally.
31. Each full Cumbria & North Lancashire Centre member will be emailed the link for the new rally handbook once it is published. Any member without an email will be sent a printed version.
32. New members will receive a welcome email with the same link to the handbook as above or if no email address a printed version will be sent.
33. At the age of 16 a child is deemed to be an adult for social activities on a Cumbria & North Lancashire Centre event.

#### Complaints

34. In the event of a rallier/member having a complaint against the behaviour of any other rallier or member which they are unable to resolve themselves, they are to direct their complaint to the Rally Officers, who with the assistance of any attending Committee member(s) should attempt to resolve the situation. If unresolved, a written report (either by post or email) must be submitted to the full Committee, via the Secretary, by all parties concerned. If any complaint is against a Rally Officer or Committee member, the complainant should initially make a direct approach to the person concerned, and if unresolved put their complaint in writing (either by post or email) to either the Secretary or Chairman.
35. Any other complaints or views on any other subject should be put in writing (either by post or email), addressed to the Secretary, to be considered at the next Committee meeting, to which the sender will receive a written reply.

### **Cumbria & North Lancashire Centre Rally Rules.**

#### Siting

1. Any site or part on which a rally is held shall be exclusively for the use of the Caravan and Motorhome Club.

2. The Centre Committee may refuse any member and their outfit access to a rally (without being obliged to give a reason).
3. The Rally Officer, or their deputy, is responsible for the conduct of the Rally, and in the event of a member breaking the rules, has authority to request that member to remove themselves and their outfit from the site, and thereupon the Rally Officer must report the matter in writing immediately to the Committee for such action as shall be deemed necessary.
4. The pitch allocated by the Rally Officer or their deputy must be accepted.
5. All members and visitors must report to the Rally Officer on first arrival on the site and must be prepared to produce proof of their current membership if so requested.
6. Members must provide their own toilet facilities on all rallies where no facilities are available on site. Toilet tents must be pitched where indicated by the Rally Officer.
7. Small tents in lieu of awnings are allowed at the discretion of the Rally Officer and in the event must be pitched where indicated.
8. No open fires are allowed on the Rally Field unless with the Rally Officer's prior consent.
9. All waste must be disposed of as directed by the Rally Officer.
10. Drinking water taps must NEVER be used to wash toilets or waste containers.
11. Only drivers with a full driving licence are allowed to drive on the Rally Site.
12. Dogs must be tethered on a lead not more than 2m long and secured near the door side road wheel. Owners are responsible for clearing up any mess.
13. The opening time of every rally will be clearly stated in the handbook. No arrivals are allowed before this time without prior consent of the Rally Officer.
14. At the end of the Rally all outfits must be removed from the site by the time specified by the Rally Officer, unless prior arrangements have been made with them.
15. When a plain yellow flag is flown on the Rally Field, vehicles must not be moved without permission of the Rally Officer. This is to help protect the field and improve the chances of everyone getting off site unaided.
16. For the comfort of others, all radios, TVs etc., must be operated at reasonable volume at all times.
17. Fire risk. Members are advised to always carry a fire extinguisher and/or fire blanket in their caravan. These should be regularly inspected by the owner.
18. The use of private generators is allowed for a maximum period of two hours between the hours of 10am and 6pm. Generators must be used with consideration for other ralliers and must not be left unattended at any time when in use. \* This restriction will not apply to Rally Officers who need the use of a generator for activities and amenities as part of the rally. Use may be allowed outside of these stated hours in case of medical need, at the discretion of the Rally Officer.

## Finances

19. All fees must be paid 28 days in advance of a rally, or immediately on booking.
20. Bookings will receive an automatic acknowledgement from the online booking system. Bookings will be accepted in chronological order but places will not be secured without the deposit. Once the rally is full, you will be automatically placed on a waiting list and notified.
21. The receipt of the booking form and fee by the date requested by the Rally Officer shall be prerequisite for the supply of a plaque, if you have requested one when booking. No member shall be entitled to a plaque unless they attend with their outfit.
22. Unless otherwise specified in the handbook, a minimum of one night's fee is payable upon booking, preferably by BACs, of which £5 is non-refundable if cancelled. The remaining fee is payable by the date listed on the rally page.
23. A cancellation up to 28 days prior to the rally starting will receive a full refund, less the £5, after that, 1 night's fee will be retained, (all refunds are at THE DISCRETION OF THE COMMITTEE), unless this conflicts with a commercial/Club site's rules in which case we have to follow their rules.